

Candidate Qualification Worksheet
Transportation Technician III Certification
(Request for Review)

Employees must be capable of working independently in both maintenance and construction.

Instructions

It is the Transportation Technician's responsibility to initiate the Review process by completing and signing the Candidate Qualification Worksheet. Upon completion, the applicant will give the Supervisor's Rating sheets (2) to his/her Station Supervisor/Area Supervisor and the Resident Engineer who will, within 10 working days, complete the Supervisor's Rating sheets, add any comments and sign where indicated. *There is no minimum rating requirement from supervisors. However, a poor rating or lack of support from the Resident Engineer or Station Supervisor may indicate problems that are beyond the scope of the Review Board and should be dealt with through the performance evaluation process.*

Section 1 - Personal Information

Fill in the blanks as requested; all fields are required.

Date of Hire: Date you became a career service, schedule B employee. Verified through personnel records.

Section 2 - Experience

List highway related experience and positions held in construction and maintenance by date, starting with the most recent. Include any seasonal employment with the Department. To qualify for a Transportation Technician III certification the employee must be working in both maintenance and construction.

Section 3 - Certifications

List any certificates you currently hold and their expiration dates. Attach copies for verification

Section 4 – TEP Level III

If you have completed T³, M3 or NICET level III please see page 7 of this document for additional classes that are required to obtain TEP Level III certification.

Section 5 - Additional Transportation Training (other than TEP, T³, M3 or NICET)

List transportation related training courses you have attended such as; Suretrak, Microstation, CADD, NHI, HMA, etc., within the last 2 years

Section 6 - References

Give the name, position held, and phone number of three co-workers, (at least one from construction and one from maintenance) other than your Resident Engineer or Station Supervisor/Area Supervisor, that have intimate knowledge of your work habits, skills and abilities.

Position Analysis Form must be submitted with request.

➤ [Position Analysis Form](#)

**Candidate Qualification Worksheet
Transportation Technician III Certification**

1. Personal Information

| | |
|--------------------------------------|--------------------|
| Name _____ | Date of Hire _____ |
| Employee ID # _____ | Org _____ |
| Region/Group _____ | Phone No. _____ |
| Maintenance Supervisor's Name _____ | Phone No. _____ |
| Construction Supervisor's Name _____ | Phone No. _____ |

2. Experience (*Duties, assignments, accomplishments related to highway, construction, maintenance*)

| |
|--|
| |
|--|

3. Certifications (*Traffic Control, WAQTC, ACI, etc.*) (*Attach copies where applicable*)

| | |
|------------------------|--|
| Type: _____ | |
| Expiration Date: _____ | |
| Type: _____ | |
| Expiration Date: _____ | |
| Type: _____ | |
| Expiration Date: _____ | |
| Type: _____ | |
| Expiration Date: _____ | |

4. Education (*attach copy of Certification or notification of completion*)

| | |
|---|--|
| Completion Date for Year 3 in TEP: | |
| If you have completed T ³ , M3 or NICET level III please see page 7 of this document for additional classes that are required to obtain TEP Level III certification. | |

Employee Name _____ Employee ID _____

5. Additional transportation related Training (*Suretrak, Microstation, CADD, NHI, etc.*)

| Course | Date |
|--------|------|
| | |

6. References: *List three co-workers familiar with your work habits (at least one in maintenance & one in construction)*

| Name | Position | Phone #'s |
|------|----------|-----------|
| | | |
| | | |
| | | |

I affirm that this worksheet, and any additional documentation, contains no misrepresentation or falsification and that the information is true and complete to the best of my knowledge.

Applicant's Signature

Date

Employee Name _____ Employee ID _____

SUPERVISOR REVIEW CONSTRUCTION

| Resident Engineer Rating | | Rating |
|---|----------|--------|
| Knowledge of assigned duties | (0 - 10) | |
| Partnering (Participation & Cooperation) | (0 - 10) | |
| Follows Safety Procedures | (0 - 10) | |
| Interaction with contractors | (0 - 10) | |
| Interaction with public | (0 - 10) | |
| Attendance | (0 - 10) | |
| Documentation | (0 - 10) | |
| Flexibility (willingness to work in other areas) | (0 - 10) | |
| Works well with other crew members | (0 - 10) | |
| Objective monitoring and enforcement of contract specifications | (0 - 10) | |
| 100 points possible | Total | |

I verify that the above named employee is working at a working level in Construction and has completed all the requirements for a Level III Technician under UDOT Policy and recommend him/her to be certified as a Transportation Technician III. I verify that the above named employee does work in maintenance on a regular basis.

Comments:

Resident Engineer (Please Print Name)

Resident Engineer's Signature

Date

Employee Name _____ Employee ID _____

SUPERVISOR REVIEW MAINTENANCE

| Station Supervisor/Area Supervisor Rating | | Rating |
|--|----------|--------|
| Knowledge of assigned duties | (0 - 10) | |
| Ability to oversee/run a project | (0 - 10) | |
| Follows Safety Procedures | (0 - 10) | |
| Interaction with suppliers / knowledge of procurement rules | (0 - 10) | |
| Interaction with public / stakeholders | (0 - 10) | |
| Attendance | (0 - 10) | |
| Knowledge of budget and MMQA | (0 - 10) | |
| Flexibility (willingness to work in other areas) | (0 - 10) | |
| Works well with other crew members | (0 - 10) | |
| Proficient in the operation of required maintenance equipment plus care and use of tools and equipment | (0 - 10) | |
| 100 points possible | Total | |

I verify that the above named employee can work at a lead level in Maintenance and has completed all the requirements for a Level III Technician under UDOT Policy and recommend him/her to be certified as a Transportation Technician III. I verify that the above named employee does work in construction on a regular basis.

Comments:

Station Supervisor/Area Supervisor (Please Print Name)

Station Supervisor/Area Supervisor's Signature

Date

**Review Board Worksheet
Transportation Technician III
Certification**

Employee Name _____ Employee ID _____

| Mandatory UDOT Current Certifications and Experience | Date Completed |
|---|-----------------------|
| Must have the following certifications: | |
| Concrete (air, slump, cylinders) – TTQP Current Certification | |
| Sampling and Density – TTQP Current Certification | |
| Traffic Control and /Flagging Certification | |
| Environmental Control Supervisor | |
| Must be trained in: | |
| Embankments & Base/In-place Density | |

| Mandatory UDOT Experience | Date Completed |
|--|-----------------------|
| Capable of overseeing small construction projects or major items on large construction projects assigned from construction | |
| Utilizes the computer to develop reports, record activities, materials, accident reports, payroll using the electronic maintenance program. Must show ability to perform basic operations of Word Processing and Spreadsheet functions. | |
| Proficient in traffic control, work zone safety and flagging. | |
| Accurately complete project documentation with written and electronic field books. Must demonstrate abilities to document using both methods. | |
| Knowledgeable & experience in snow removal techniques (anti-ice, de-ice, pre-wetting, & plowing.) | |
| Proficient in the proper collection of material samples to be tested in the field; minimum test requirements including field samples, density and concrete. Must demonstrate ability to use random numbers to determine sample location, knowledge of minimum sampling & testing requirements, and proper handling of samples. | |
| Proficient in reading and interpreting plans, specifications, and standard drawings. | |

**Review Board Worksheet
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Certification**

Employee Name _____

Employee ID _____

| Mandatory UDOT Education | | | | | |
|--|-----------------------|---|-----------------------|---|-----------------------|
| Educational requirements for M3 – Level III | Date Completed | Educational requirements for NICET – Level III | Date Completed | Educational requirements for T³ – Level III | Date Completed |
| Plan Reading I | | Plan Reading I | | MMS I | |
| Plan Reading II | | Plan Reading II | | MMQA I | |
| Inspection and Documentation I | | Inspection and Documentation I | | Equipment Management | |
| Inspection and Documentation II | | Inspection and Documentation II | | Maintenance Academy | |
| Inspection and Documentation III | | Inspection and Documentation III | | | |
| Structures | | Structures | | | |
| Calculator II | | Calculator II | | | |
| Curves/GLO | | TEP Math III | | | |
| Basic Survey | | Curves/GLO | | | |
| Environmental | | Basic Survey | | | |
| MMS I | | Computer Literacy | | | |
| MMQA I | | Word - Beginning | | | |
| | | Word – Intermediate | | | |
| | | Excel – Beginning | | | |
| | | Excel - Intermediate | | | |
| | | English III | | | |
| | | Materials II | | | |
| | | Environmental | | | |
| | | MMS I | | | |
| | | MMQA I | | | |
| | | Equipment Management | | | |
| | | Maintenance Academy | | | |

**Review Board Worksheet
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Certification**

Employee Name _____

Employee ID _____

| Interview Criteria* | Rating (0-10) |
|--|----------------------|
| Leads maintenance crews in completion of jobs | |
| Maintenance of hard and soft surfaces, drainage, structures, signs, etc. | |
| Proficient in maintenance documentation: MMQA, MMS, etc. | |
| Correctly operates and maintains all assigned maintenance equipment. | |
| Experience in documentation: roadway items, drainage, traffic control, daily diaries, etc. | |
| Experience in verifying material compliances and certification. Demonstrate ability to match certificate of compliance with material | |
| Experience in reporting EEO, DBE, and labor compliance. Demonstrate knowledge of different programs | |
| Proficient in reading survey stakes information (stationing, elevations, cut/fill etc.) Demonstration of typical survey knowledge | |
| Total Points Possible | 80 |
| Minimum Number of Points Required for Transportation Technician III | 60 |

| Rating | Definition |
|---------------|--|
| 0-2 | No or very little knowledge and/or experience |
| 3-5 | Ability to perform tasks with limited assistance |
| 6-8 | Ability to perform tasks without assistance |
| 9-10 | Highly skilled, can perform task without assistance, trains others |

* The Interview Criteria will be used in the Review Interviews; other areas may be used but cannot be substituted for these areas.

